

CITY PLANNING COMMISSION - - DIRECTOR

The top management level of professional work in urban planning

Duties and Responsibilities:

- Serve as administrative head of the Commission staff, subject to the policy determination of the City Planning Commission;
- Plan, organize, assign, direct, review and coordinate the activities of the Commission's professional, technical, and administrative personnel engaged in the compilation, analysis, and interpretation of data, and preparing reports and recommendations to the Commission and City Council;
- Be responsible for the selection, placement, promotion, training, development, discipline and appraisal/evaluation of Commission personnel;
- Act as technical advisor to the Commission and City Council;
- Coordinate activities of the Commission with those of other city departments and governmental agencies;
- Interpret and implement applicable provisions of Federal acts, State laws, City Charter, and local ordinances;
- Follow the duties of Director as outlined in the official CPC Rules of Procedure;
- Establish and maintain cooperative relationships with governmental officials and agencies, professional and technical persons, employees, civic organizations, and the press;
- Understand the principles of good municipal organization and management;
- Speak and write effectively.

Examples of work performed:

- Assign and administer the Commission's Work Program;
- Supervise the preparation of reports to the Commission, City Council and other agencies;
- Maintain a written record, including work-flow charts, goals, objectives, time-frame, status and needs-assessment, for all major projects;
- Direct the preparation of the agenda and packet of materials for regular and special City Planning Commission meetings;
- Advise and recommend appropriate actions to the Commission on all pending calendar and policy matters;
- Direct the development and advancement of subordinates through training and effective use of employee development programs;
- Prepare the Commission's annual budget and staffing needs estimates;
- Represent the Commission on interdepartmental committees, at public meetings, and at planning meetings and/or conferences with public and private groups;
- Direct the maintenance of necessary records and reports;
- Prepare a Biennial Report.

Minimum Qualifications:

- Required: Hold a Master's degree in Urban Planning, Public Administration, or a closely-related field, with a minimum of twelve (12) years of progressively responsible professional planning experience, at least six (6) of which must have included supervisory/administrative responsibilities;
- Desired: Be a member of the American Institute of Certified Planners and a Registered Professional Community Planner, State of Michigan

Adopted by CPC
May 4, 2006